

**Meeting of the Board of Trustees
of Guernsey Memorial Library**

Date: Thursday, Sept.10, 2009

Time: 7:00 pm

Present:

□**Trustees:**

Barb Collins, Kathy Darrah, Craig Lawson, Angela Levesque

□**Library Director:** Sarah Wiggins

□**Treasurer:** Wendy Wright

□**Guest(s):** Nancy

Tonight's meeting started at 7:06 pm.

Due to a time constraint the board allowed Nancy Brienze to speak briefly and present the board with paperwork regarding her tuition for the Leadership Chenango program. The board agreed to review the information provided and respond later in the meeting.

Review of Minutes of Previous Meetings:

The minutes of the last meeting were not fully available.

Treasurer's Report:

Treasurer, Wendy Wright, presented each trustee with a copy of last month's treasurer's report. We reviewed the report for August 2009. A few moments were given for the trustees to review the report.

In short, GML's financial standing is good, according to the treasurer's report. Time was given for the trustees to ask Wendy Wright a few questions about the report.

□Craig Lawson made a motion to accept the August 2009 treasurer's report.

□Angela Levesque seconded the motion

□Motion carried

□All present voted for

Finance Committee Report:

Kathy Darrah gave the finance committee report. Craig Lawson reviewed the bills on August 14,2009 and noted no exceptions. Kathy Darrah reviewed

them on July 31, 2009 and Aug 31, 2009. She noted a reimbursement of funds to the director. It will be discussed later in the meeting. Sarah Wiggins noted that purchase orders were changed as per the board's recommendations. They are now printed in black and white and properly numbered.

- Angela Levesque made a motion to accept the finance committee's report.
- Barb Collins seconded the motion
- Motion carried
- All present voted for

Monthly Library Report:

Sarah Wiggins, Library Director, took the time to share the library report for the month of June.

Administrative

■ Sarah has received two quotes for the Renovation project. This project does not require the school board to approve the quotes as per Margaret Boise. Sarah will contact the construction companies. The board has earmarked the transfer of funds to pay for the project from the capital reserves fund.

■ Patrons will now be allowed to use the Internet computers for 1 hour. This increase is on a trial basis.

■ Board members were asked to check out a free trial of Heritage Quest a database that both Sue and Kathy recommend as a companion to Ancestry.

■ The board received a copy of the "Service Learning Project for ECHD 202 Language, Literacy, and Literature" program. It will provide college students an opportunity to read literature to children attending the after school program via The Place and B.O.O.K.S. College students of this program must develop a lesson plan. All activities will be submitted to the Children's Librarian Kim Hazens. The Board had no objections to the program.

■ The book Sale in July was successful. The report is enclosed.

■ Utica National insurance conducted a survey. They made two outstanding recommendations.

1. The library must find and confirm "Certificates of Insurance" for companies or businesses that work for GML.

2. The Flagstone on the patio is uneven and needs to be leveled.

■ The Holiday Open House is scheduled for Dec. 4, 2009. The board

stated that there are funds available for this and will attempt to share theme ideas by the next meeting.

- The board was asked to review the final draft of the Sick Bank Policy and make comments.
- The library director has hired two new pages.
- The new Evaluation forms are done. The LD presented copies to the board. “The Annual Performance Appraisal Form” was unanimously approved by the board for immediate use. Sarah will begin staff evaluation immediately.
- The LD provided the board with a copy of the “ GML Acceptable Use Policy for Staff Computers and Systems” the form will help insure that all staff are aware that use of library computer systems is a privilege and that staff computers are not misused. The board agreed to vote on this policy during new business.
- Sarah traveled to Walton, NY for a Governing Council meeting on August 21, 2009. This was an important meeting and the board will discuss travel provisions later in the meeting.
- The board had no objections to Kathy Barton's provisional appointment as Senior Library Clerk starting September 15, 2009.
- The PO for microfilming was underestimated. Craig Lawson signed a PO for \$755.00. The board budgeted \$4,000 for local history anticipating some changes. All board members were in favor.
- The Chenango County Chamber of Commerce has offered GML an honorary membership. The board gratefully accepted.

Children's Department

The Summer reading program was well attended. The participation numbers were well within the boards expectations.

Technology

There was an issue with the Staff copier. The quote for renewal was provided by the LD.

Copier Replacement

•Sarah Wiggins provided the board with a chart listing/ comparing various copiers that could be purchased to replace the copier in the library office. The board agreed that the most cost effective copier should be purchased. The LD provided the board with a quote for purchasing a new Copier.

- The Library Director, recommended that GML purchase 2 new

computers Central processing units only. She stated a need to replace one of the old staff computers and a public Internet computer. Sarah provided the board with state contracted price for both. The quote is \$490.00 a piece. The amount is not to total over \$1000, as per our purchasing policy.

- Kathy Darrah made a motion to approve the purchase
- Angela Levesque seconded the motion
- all voted in favor
- Motion carried

Facility

The LD proved the board with several quotes for facility repairs. The quotes are addressed in New Business.

Miscellaneous

The theme for the Halloween parade will be Fairytales

Old Business:

Computer Maintenance

Currently the Library Director is spending 4 to 7 hours daily in computer maintenance. The LD suggests that we hire an out side IT technician. GML needs someone to service computers for 15hrs per week or 600hrs per year. Sarah spoke with Deb Deforest there is a civil service position available for this position.

Pro-Quest Software is the new database that 4CLS is using

Newton Fund

The Newton Fund money donated to the library, is to be spent on programs and community type programs. The new Library Director was contacted by the arbitrators of the fund requesting tracking to inquire how the funds were spent in the past. The new LD has set up a computer file to track several funds. The file will contain spending information on The Newton, Fund, as well as The Libous grant and The Shiparo fund. To assure that these monies are spent properly.

Copier Update :

This issue was discussed earlier in the meeting.

New Business:

Acceptable use policy

- Barb Collins motioned that we approve the “Acceptable use policy for

Staff Computers and Systems”

- Angela Levesque seconded
- all approved
- motion Carried

Patio repair

- Craig Lawson made motion to accept the bid from Charles Robinson Masonry for \$1,200 dated 8/2/09
- Kathy Darrah seconded
- All voted in favor
- motion passed

Tree Maintenance

- Kathy Darrah made motion to accept Kuhn's tree service bid for tree trimming at \$675.00
- Craig Lawson seconded
- All voted in favor
- Motion passed

Re-caulk windows in Front of Building

- Angela Levesque made motion to re-caulk the windows in the front of GML as per quote \$540.00 from Norwich Glass.
- Barb Collins seconded with the understanding of a written guarantee of at least one year.
- All present voted
- motion passed

Nancy Brienza respectfully requested tuition assistance for the Leadership Chenango Program. The request was for \$1,500 dollars. At this time the board voted unanimously to refuse the request.

Laurie Doliver's resignation

The board was presented with Laurie Doliver's official resignation. The board unanimously appointed Angela Levesque as Secretary.

Union proposal

Union Rep Brian Doliver request the board review Art. 16 Holidays of the Union Contract. He request changes in Holiday time based on the closing of the Library at Christmas and New Years Day. The Board

agreed to re-work that section of the contract.

Clarification of Travel policy.

The board discussed the Travel policy Kathy Darrah agreed to review our policy and make changes based on The Office of NY State Comptroller's Travel and Conference Expense Management book.

Executive Session:

At 9:32 pm the board decided to go into executive session to discuss a specific person or persons. Sarah Wiggins was invited to meet with the board of trustees in executive session.

- Angela Levesque made the motion to move the meeting into executive session at 9:32 pm.
- Kathy Darrah seconded the motion
- Motion carried
- All present voted for

Adjournment:

- Angela Levesque made the motion for the board to come out of executive session and adjourn at 10:10 pm.
- Kathy Darrah seconded the motion.
- Motion carried
- All present voted for

Respectfully Submitted,

Angela Levesque